

# C E A



## CAREER EXECUTIVE ASSIGNMENT

An Affirmative Action Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN CIVIL SERVANTS.

### EXAMINATION ANNOUNCEMENT

**DEPARTMENT:**

STATE TREASURER'S OFFICE

**POSITION TITLE:**

INFORMATION TECHNOLOGY DIRECTOR  
C. E. A. Level 2  
\$5768 - \$7324

**FINAL FILING DATE:**

**April 9, 2004**  
(Applications must be **received** by 5:00 p.m.  
on April 9, 2004)

**DUTIES/RESPONSIBILITIES:**

The Information Technology Director is responsible for providing policy direction and advice to the State Treasurer, the State Treasurer's Executive Staff, and to the Executive Staff of the Authorities, Boards and Commissions on all information technology related issues. The position will be responsible for the general oversight and implementation of the State Treasurer's Office strategic direction. This responsibility includes long-range and short-range planning, development of necessary feasibility studies, budget preparation, procurement management, general project development and implementation oversight, and overall management of any contractors retained in support of these activities.

**EXAMINATION INFORMATION:**

The examination will consist of an application/resume evaluation only. Interviews may be conducted if the evaluation committee or appointing power finds it necessary.

**MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

Applicants must also satisfy the following minimum qualifications:

Ability to perform high administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; techniques of the Department's Equal Employment Opportunity (EEO) Program and the processes available to meet EEO objectives.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's affirmative action objectives.

These knowledges and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer, in State Service, other government settings, or in a private organization):

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**DESIRABLE QUALIFICATIONS:**

- Possess a complete understanding of the specific goals, functions and operations of the Information Technology Division.
- Possess an in-depth understanding of the department's implementation of its strategic direction.
- Possess principles and techniques of establishing and maintaining good public relations.
- Possess the ability to provide policy formulation and guidance in managing the Information Technology Division systems.
- Possess knowledge of supervisory and administrative experience in a managerial capacity.

**USE AND APPLICATION OF EXAMINATION PROCESS:**

The results of this examination will be used solely to fill the Information Technology Director position, Information Technology Division, C.E.A. Level 2 vacancy. Any questions regarding this exam should be directed to Debby Silva, Personnel Analyst, at 653-7275.

**FILING INSTRUCTIONS:**

You must file a standard State application, Form 678, available at the State Personnel Board or at the State Treasurer's Office. Applications must be received no later than 5:00 p.m. on the final filing date. Applications received after 5:00 p.m. on the final filing date will not be accepted for any reason. Applications may be filed in person or by mail with the:

State Treasurer's Office  
Personnel Office  
Attn: Debby Silva  
915 Capitol Mall, Room 538  
Sacramento, CA 95814